

MEETING MINUTES (WEBINAR)

Who likes to take minutes? Okay, we already know the answer. However, we also know that minutes fill both practical and legal needs.

Do your hands cramp up at the thought of recording meeting minutes? Do you question what information you should record and what you should leave out? You're not alone. This half-day workshop will give you the tools needed to take effective notes and to write meaningful minutes.

Wednesday Aug 19, 2015

9:00 a.m. — 11:00 a.m.

Online

Available for POST, CEU, and OPI Renewal

Investment: \$65

(discounts for multiple attendees from one organization)

